

U.S. OFFICE OF PERSONNEL MANAGEMENT

CLASSIFICATION & QUALIFICATIONS GENERAL SCHEDULE QUALIFICATION STANDARDS

GROUP COVERAGE QUALIFICATION STANDARDS

Clerical and Administrative Support Positions

This qualification standard covers positions in the General Schedule that involve the performance of one-grade interval clerical and administrative support work. It contains common patterns of creditable experience and education to be used in making qualifications determinations.

A list of the occupational series covered by this standard is provided [below](#).

This standard may also be used for one-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

Experience and Education Requirements

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE/ POSITIONS	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-1 All positions	None	None	None
GS-2 All positions	3 months	None	High school graduation or equivalent
GS-3 Clerk-Steno -----	6 months	None	High school graduation or equivalent -----
All other positions			1 year above high school
GS-4 All positions	1 year	None	2 years above high school
GS-5 Clerk-Steno -----	2 years	None	4 years above high school (except Reporting Stenographer)
All other positions	none	1 year equivalent to at least GS-4	
GS-6 and above All positions	None	1 year equivalent to at least next lower grade level	Generally, not applicable

NOTE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described [below](#).

Some of the occupational series covered by this standard include both one- and two-grade interval work. The qualification requirements described in this standard apply only to those positions that typically follow a one-grade interval pattern. While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to [E.3.\(o\)](#) in the "Policies and Instructions" section for guidance on crediting experience for positions with different lines of progression.

General Experience (All positions except Reporting Stenographer, Shorthand Reporter, and Closed Micro-phone Reporter)--Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience (All positions except Reporting Stenographer, Shorthand Reporter, and Closed Micro-phone Reporter)--Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Experience for Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter-- One year of experience equivalent to at least the next lower grade level using the skills and equipment appropriate to the position to be filled is required for all positions. Following is a description of qualifying experience for these positions.

- Reporting Stenographer, GS-5: Experience as a clerk-stenographer, secretary, reporting stenographer, or in other positions that included application of stenography and typing skills as a significant part of the work.
- Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter, GS-6: Experience as a reporting stenographer, hearing reporter, or in other positions in which the primary duty was to make and transcribe manual or machine-written shorthand records of hearings, interviews, or similar proceedings.
- Shorthand Reporter and Closed Microphone Reporter, GS-7 and above: Experience as a court reporter, or hearing reporter, or in other positions in which the primary duty was to make verbatim records of proceedings.

Education: High school graduation or the equivalent is creditable at the GS-2 level for the occupations listed, except Clerk-Stenographer, where it is creditable at the GS-3 entry level.

Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades GS-3 through GS-5 for all positions except Reporting Stenographer, GS-5. This education must have been obtained in an

accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

As a general rule, education is not creditable above GS-5 for most positions covered by this standard; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

Intensive Short-Term Training-- Completion of an intensive, specialized course of study of less than 1 year may meet in full the experience requirements for GS-3. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, and are usually of *at least* 3 months duration. Such courses may have been obtained through a variety of programs such as those offered by business or technical schools, and through military training programs. To be creditable, such a course must have been designed specifically as career preparation for the work of the position being filled, and must have provided the applicant with the necessary knowledge, skills, and abilities to do the work.

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grades GS-5 and below, except for Reporting Stenographer, GS-5.

- **For GS-3 and GS-4** level positions, determine the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determine the applicant's education as a percentage of the education required for the grade level; then add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level.
- **For GS-5** level positions (except Clerk-Stenographer, which does not require specialized experience), only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) *beyond the second year* is equivalent to 6 months of specialized experience.

The following are examples of how education and experience may be combined. They are examples only, and are not all inclusive:

- The position to be filled is a Payroll Clerk, GS-4. An applicant has 8 months of qualifying experience and 20 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is a Clerk-Typist, GS-4. The applicant has 4 months of qualifying experience and 1 year of business school. The applicant meets 33 percent of the required experience and 50 percent of the required education. The applicant meets 83 percent of the total requirements and is not qualified for the position.
- The position to be filled is a Clerk-Stenographer, GS-5. An applicant has 1 year of qualifying experience and 90 semester hours of college. The applicant meets 50 percent of the required

experience and 75 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position.

- The position to be filled is an Editorial Assistant, GS-5. The applicant has 9 months of specialized experience and 75 semester hours of college (15 semester hours beyond the second year and the equivalent of 3 months of specialized experience). The applicant meets 75 percent of the required experience and 25 percent of the required education. The applicant meets 100 percent of the requirement for 1 year of specialized experience and is qualified for the position.

Proficiency Requirements

Clerk-Typist, Office Automation Clerk/Assistant, Clerk-Stenographer, Data Transcriber, and Positions with Parenthetical Titles of (Typing), (Office Automation), (Stenography), or (Data Transcription)

In addition to meeting experience or education requirements, applicants for these positions must show possession of the following skills, as appropriate. Applicants may meet these requirements by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management local office, or by self-certifying their proficiency. Performance test results and certificates of proficiency are acceptable for 3 years. Agencies may verify proficiency skills of self-certified applicants by administering the appropriate performance test.

- Clerk-Typist, GS-2/4; Office Automation Clerk/ Assistant (any grade); (Typing) (any grade); and (Office Automation) (any grade):

40 words per minute typing speed¹

- Data Transcriber, GS-2/4; and (Data Transcription) (any grade):

skill in operating an alphanumeric data transcribing machine,

or 20 words per minute typing speed¹ for GS-2 transcription duties

or 25 words per minute typing speed¹ for GS-3 and GS-4 transcription duties

- Clerk-Stenographer, GS-3/4:

40 words per minute typing speed¹ *and*

80 words per minute dictation speed²

- Clerk-Stenographer, GS-5:

40 words per minute typing speed¹ *and*

120 words per minute dictation speed²

- (Stenography) (any grade):

40 words per minute typing speed¹ *and either*

80 words per minute dictation speed² for GS-3 and GS-4 stenographic duties

or 120 words per minute dictation speed² for GS-5 stenographic duties

NOTE: The level of proficiency for stenographic and data transcribing duties required by positions with parenthetical titles is based on the grade level of those duties and not necessarily on the overall grade of the position. For example, a position classified as Secretary (Stenography), GS-318-5, may require either 80 or 120 words per minute dictation speed depending upon the level of difficulty of the stenographic duties. A position classified as Payroll Clerk (Data Transcription), GS-544-4, may require either 20 or 25 words per minute typing speed depending upon the level of difficulty of the transcribing duties. Therefore, before filling positions of this type, first determine the grade level of the duties that require the additional skill, and then determine the skill level required.

Reporting Stenographer, Shorthand Reporter, and Closed Microphone Reporter

In addition to meeting the experience requirements, applicants for these positions must show possession of the following skills with equipment appropriate to the specific position.

- Reporting Stenographer, GS-5/6: 120 words per minute dictation speed³
- Shorthand Reporter and Closed Microphone Reporter, GS-6: 160 words per minute dictation speed³
- Shorthand Reporter and Closed Microphone Reporter, GS-7 and above: 175 words per minute dictation speed³

Applicants must also be able to produce accurate typewritten transcripts of recorded proceedings.

Applicants for competitive appointment and inservice applicants for initial assignment to these three positions at all grade levels must demonstrate the specific skill and level of proficiency required by the position to be filled. Also, inservice applicants for promotion to positions that have a higher proficiency requirement than the position previously held must demonstrate the higher level of proficiency. Applicants may demonstrate that proficiency by either passing a dictation test at the required speed or presenting a certificate of proficiency showing speed and accuracy equivalent to those used in the Office of Personnel Management performance tests for these positions. The certificate must show that the candidate demonstrated the required proficiency, i.e., dictation speed and accuracy, to a teacher of stenography, shorthand reporting, or closed microphone reporting, within the past year. Applicants for these positions may not self-certify dictation proficiency.

Using Selective Factors For Positions Covered by this Standard

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. It is unlikely, for example, that a requirement for experience with a particular brand of word processing software could be justified as a selective factor for an Office Automation Clerk position. Since knowledge of that software may be desirable, such

knowledge could be appropriately used as a quality ranking factor. On the other hand, proficiency in the correct use of medical terminology may be needed immediately to perform the duties of a Medical Records Technician position to provide continuity in an agency's medical records program. If that is the case, knowledge of medical terminology could be used as a selective factor in filling the position.

1. Words per minute are based on a 5 minute sample with three or fewer errors.
2. The maximum number of errors allowed in a dictation sample equals 10 percent of the required dictation speed (80 words per minute or 120 words per minute) multiplied by the number of minutes in the sample.
3. The maximum number of errors allowed in a dictation sample for these three positions equals 5 percent of the required dictation speed multiplied by the number of minutes in the sample.

Occupational Coverage

A list of the occupational series covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements.

[GS-029 Environmental Protection Assistant](#)

[GS-072 Fingerprint Identification](#)

[GS-086 Security Clerical and Assistance](#)

[GS-134 Intelligence Aid and Clerk](#)

[GS-203 Human Resources Assistance](#)

[GS-302 Messenger*](#)

[GS-303 Miscellaneous Clerk and Assistant](#)

[GS-304 Information Receptionist](#)

[GS-305 Mail and File](#)

[GS-309 Correspondence Clerk](#)

[GS-312 Clerk-Stenographer and Reporter](#)

[GS-318 Secretary](#)

[GS-319 Closed Microphone Reporting](#)

[GS-322 Clerk-Typist](#)

[GS-326 Office Automation Clerical and Assistance](#)

[GS-332 Computer Operation](#)

[GS-335 Computer Clerk and Assistant](#)

[GS-344 Management and Program Clerical and Assistance](#)

[GS-350 Equipment Operator](#)

[GS-351 Printing Clerical](#)

[GS-356 Data Transcriber](#)

[GS-357 Coding](#)

[GS-359 Electric Accounting Machine Operation](#)

[GS-361 Equal Opportunity Assistance](#)

[GS-382 Telephone Operating](#)

[GS-390 Telecommunications Processing](#)

[GS-392 General Telecommunications](#)

[GS-394 Communications Clerical](#)

[GS-503 Financial Clerical and Assistance](#)

[GS-525 Accounting Technician](#)

[GS-530 Cash Processing](#)

[GS-540 Voucher Examining](#)

[GS-544 Civilian Pay](#)

[GS-545 Military Pay](#)

[GS-561 Budget Clerical and Technician](#)

[GS-592 Tax Examining](#)

[GS-593 Insurance Accounts](#)

[GS-675 Medical Records Technician](#)

[GS-679 Medical Support Assistance](#)

[GS-962 Contact Representative](#)

[GS-963 Legal Instruments Examining](#)

[GS-986 Legal Assistance](#)

[GS-998 Claims Assistance and Examining](#)

[GS-1001 General Arts and Information](#)

[GS-1046 Language Clerical*](#)

[GS-1087 Editorial Assistance](#)

[GS-1101 General Business and Industry](#)

[GS-1105 Purchasing](#)

[GS-1106 Procurement Clerical and Technician](#)

[GS-1107 Property Disposal Clerical and Technician](#)

[GS-1152 Production Control](#)

[GS-1411 Library Technician](#)

[GS-1421 Archives Technician](#)

[GS-1531 Statistical Assistant](#)

[GS-1603 Equipment, Facilities, and Services Assistance](#)

[GS-1702 Education and Training Technician](#)

[GS-1802 Compliance Inspection and Support](#)

[GS-2005 Supply Clerical and Technician](#)

[GS-2091 Sales Store Clerical](#)

[GS-2102 Transportation Clerk and Assistant](#)

[GS-2131 Freight Rate](#)

[GS-2135 Transportation Loss and Damage Claims Examining](#)

[GS-2151 Dispatching](#)

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Technical and Medical Support Positions

This qualification standard covers positions in the General Schedule that involve the performance of one-grade interval technical or medical support work. It contains common patterns of creditable experience and education to be used in making qualifications determinations.

A list of the occupational series covered by this standard is provided [below](#).

This standard may also be used for one-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

Experience and education requirements

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EXPERIENCE		EDUCATION
	GENERAL	SPECIALIZED	
GS-1	None	None	None
GS-2	3 months	None	High school graduation or equivalent
GS-3	6 months	None	1 year above high school with course(s) related to the occupation, if required
GS-4	6 months	6 months	2 years above high school with courses related to the occupation, if required
GS-5	None	1 year equivalent to at least GS-4	4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required
GS-6 and above	None	1 year equivalent to at least next lower grade level	See the NOTE under the Education section

Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to [E.3.\(o\)](#) in the "General Policies and Instructions" for guidance on crediting experience for positions with different lines of progression.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Education: High school graduation or the equivalent is qualifying for GS-2.

Successfully completed post-high school education is qualifying for grades GS-3 through GS-5. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school.

For some occupations covered by this standard, 6 semester hours of specific courses are included in the 1 year of education that meets the GS-3 requirements. The 6 semester hours allow for subjects that are common to a broad range of degree programs, e.g., subjects in the mathematical, physical, or biological sciences. This inclusion corresponds to the second part of the description of general experience, i.e., the subjects provide evidence of a familiarity with the subject matter or processes of the broad subject area of the occupation. At grades GS-4 and above, a portion of the education is usually directly related to the work of the position to be filled. Examples of related courses are provided in the individual occupational requirements where applicable. However, agencies may require other courses if they are considered to be more related to the position to be filled.

NOTE: Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7. Two full years of graduate education or a master's degree meets the requirements for GS-9. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Training: Completion of appropriate training such as inservice training programs, training acquired while serving in the Armed Forces, and government-sponsored developmental training programs will be allowed credit on a month-for-month basis, generally through the GS-5 level. Such training meets general or specialized experience requirements depending upon its applicability.

Completion of an intensive, specialized course of study of less than 1 year may meet in full the experience requirements for GS-3. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, and are usually of *at least* 3

months duration. Such courses may have been obtained through a variety of programs such as those offered by technical schools and military training programs. To be creditable, such a course must have been designed specifically as career preparation for the work of the position being filled, and must have provided the applicant with the necessary knowledge, skills, and abilities to do the work.

Combining Experience and Education: Equivalent combinations of successfully completed post-high school education and experience are also qualifying. The combinations described below are those most typical for these positions, i.e., for grades GS-3 through GS-5. If education is used to meet specialized experience requirements, then such education must include courses directly related to the work of the position. (When crediting education, prorate the number of hours of related courses required as a proportion of the total education to be used.)

- **For GS-3** level positions, determine the applicant's total qualifying experience as a percentage of the 6 months' experience required for GS-3; then determine the applicant's education as a percentage of the 1 year of education that meets the requirements for GS-3. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-3.
- **For GS-4** level positions, determine the applicant's total qualifying experience as a percentage of the 1 year of experience required for GS-4; then determine the applicant's education as a percentage of the 2 years of education that meets the requirements for GS-4. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-4.
- **For GS-5** level positions, only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, *beyond the second year* is equivalent to 1 year of specialized experience. Determine the applicant's total qualifying experience as a percentage of the year of specialized experience required at the GS-5 level. Then determine the applicant's education as a percentage of the education that meets the requirements for GS-5. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-5.

The following are examples of how education and experience may be combined. They are examples only, and are not all-inclusive.

- The position to be filled is a Pharmacy Aid, GS-3. An applicant has 2 months of experience and 20 semester hours of college. The applicant meets 33 percent of the required experience and 67 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is an Industrial Engineering Technician, GS-4. An applicant has 5 months of general experience and 36 semester hours of college. The applicant meets 42 percent of the required experience and 60 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position. (This example assumes that education is being used to meet the specialized experience requirements, and that at least 7 of the 36 semester hours are in courses directly related to the work of the position.) Examples of

such courses are provided in the individual occupational requirements for the [Industrial Engineering Technician Series, GS-895](#).

- The position to be filled is a Recreation Assistant, GS-5. An applicant has 8 months of GS-4 level specialized experience and 80 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education (i.e., 20 semester hours in excess of the first 60 semester hours). The applicant meets 100 percent of the total requirements and is qualified for the position. At least 8 of the 20 semester hours must be directly related to the work of the position. Examples of such courses are provided in the individual occupational requirements for the [Recreation Aid and Assistant Series, GS-189](#).

Using selective factors for positions covered by this standard

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. For example, a requirement for knowledge of microbiological laboratory techniques may be needed immediately to perform the duties of a Biological Technician position in a disease research laboratory. If that is the case, such knowledge could be justified as a selective factor in filling the position.

Using individual occupational requirements with this standard

General experience requirements at the GS-2 and GS-3 levels are described in the group coverage standard so that the applicant pool at those "trainee" levels will be as generally inclusive as possible. Thus, examples of qualifying general experience are not included in the "Individual Occupational Requirements" for positions covered by this qualification standard.

Positions at GS-4 and above require specialized experience, education, or training related to the occupation. Examples of qualifying specialized experience are provided for those occupations where such information is currently available. Examples of qualifying post-high school education or training are also provided.

Occupational Coverage

A list of the occupational series covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements.

[GS-019 Safety Technician*](#)

[GS-021 Community Planning Technician](#)

[GS-090 Guide*](#)

[GS-102 Social Science Aid and Technician](#)

[GS-119 Economics Assistant*](#)

[GS-181 Psychology Aid and Technician*](#)

[GS-186 Social Services Aid and Assistant*](#)

[GS-189 Recreation Aid and Assistant*](#)

[GS-404 Biological Science Technician*](#)

[GS-421 Plant Protection Technician*](#)

[GS-455 Range Technician*](#)

[GS-458 Soil Conservation Technician*](#)
[GS-459 Irrigation System Operation*](#)
[GS-462 Forestry Technician*](#)
[GS-621 Nursing Assistant*](#)
[GS-622 Medical Supply Aide and Technician*](#)
[GS-625 Autopsy Assistant*](#)
[GS-636 Rehabilitation Therapy Assistant*](#)
[GS-640 Health Aid and Technician*](#)
[GS-642 Nuclear Medicine Technician*](#)
[GS-645 Medical Technician*](#)
[GS-646 Pathology Technician*](#)
[GS-647 Diagnostic Radiologic Technologist*](#)
[GS-648 Therapeutic Radiologic Technologist*](#)

[GS-649 Medical Instrument Technician*](#)
[GS-651 Respiratory Therapist*](#)
[GS-661 Pharmacy Technician*](#)
[GS-681 Dental Assistant*](#)
[GS-683 Dental Laboratory Aid and Technician*](#)
[GS-698 Environmental Health Technician*](#)
[GS-704 Animal Health Technician*](#)
[GS-802 Engineering Technician*](#)
[GS-809 Construction Control Technical*](#)
[GS-817 Survey Technical*](#)
[GS-856 Electronics Technician*](#)
[GS-895 Industrial Engineering Technical*](#)
[GS-1021 Office Drafting*](#)
[GS-1202 Patent Technician](#)
[GS-1311 Physical Science Technician*](#)
[GS-1316 Hydrologic Technician*](#)
[GS-1341 Meteorological Technician*](#)
[GS-1371 Cartographic Technician*](#)
[GS-1374 Geodetic Technician*](#)
[GS-1521 Mathematics Technician*](#)
[GS-1541 Cryptanalysis*](#)
[GS-1862 Consumer Safety Inspection*](#)
[GS-1981 Agricultural Commodity Aid*](#)
[GS-2144 Cargo Scheduling*](#)

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Administrative and Management Positions

This qualification standard covers positions in the General Schedule that involve the performance of two-grade interval administrative and management work. It contains common patterns of creditable experience and education to be used in making qualifications determinations.

A list of the occupational series covered by this standard is provided [below](#).

This standard may also be used for two-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

Education and experience requirements

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	EXPERIENCE	
		GENERAL	SPECIALIZED
GS-5	4-year course of study leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None
GS-7	1 full year of graduate level education <i>or</i> superior academic achievement master's or equivalent graduate degree <i>or</i> 2 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related Ph.D. or equivalent doctoral degree <i>or</i> 3 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.M., if related	None	1 year equivalent to at least GS-5
GS-9		None	1 year equivalent to at least GS-7
GS-11		None	1 year equivalent to at least GS-9
GS-12 and above	None	None	1 year equivalent to at least next lower grade level

NOTE: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Some of the occupational series covered by this standard include both one- and two-grade interval work. The qualification requirements described in this standard apply only to those positions that typically follow a two-grade interval pattern. While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to [E.3.\(p\)](#) in the "Policies and Instructions" for guidance on crediting experience for positions with different lines of progression.

Undergraduate Education: Successful completion of a full 4-year course of study in *any field* leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a *particular field(s)*, or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Graduate Education: Education at the graduate level in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

For certain positions covered by this standard, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work. In such cases, agencies may use selective factors to screen out applicants without actual work experience.

General Experience: For positions for which individual occupational requirements do not specify otherwise, general experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other

responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSA's) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

For some occupations or positions, applicants must have had work experience that demonstrated KSA's in addition to those identified above. Positions with more specific general experience requirements than those described here are shown in the appropriate individual occupational requirements.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Combining Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

The following are examples of how education and experience may be combined. They are examples only, and are not all-inclusive.

- The position to be filled is a Quality Assurance Specialist, GS-1910-5. An applicant has 2 years of general experience and 45 semester hours of college that included 9 semester hours in related course work as described in the individual occupational requirements. The applicant meets 67 percent of the required experience and 38 percent of the required education. Therefore, the applicant exceeds 100 percent of the total requirement and is qualified for the position.
- The position to be filled is a Management Analyst, GS-343-9. An applicant has 6 months of specialized experience equivalent to GS-7 and 1 year of graduate level education. The applicant meets 50 percent of the required experience but none of the required education, since he or she does not have any graduate study beyond that which is required for GS-7. Therefore, the applicant meets only 50 percent of the total requirement and is not qualified for the position. (The applicant's first year of graduate study is not qualifying for GS-9.)

- The position to be filled is a Music Specialist, GS-1051-11. An applicant has 9 months of specialized experience equivalent to GS-9 and 2 1/2 years of creditable graduate level education in music. The applicant meets 75 percent of the required experience and 50 percent of the required education, i.e., the applicant has 1/2 year of graduate study beyond that required for GS-9. Therefore, the applicant exceeds the total requirement and is qualified for the position. (The applicant's first 2 years of graduate study are not qualifying for GS-11.)

Using selective factors for positions covered by this standard

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. For example, while the individual occupational requirements for Recreation Specialist provide for applicants to meet minimum qualifications on the basis of education or experience in any one of a number of recreational fields, a requirement for knowledge of therapeutic recreation may be needed to perform the duties of a position providing recreation services to persons with physical disabilities. If that is the case, such knowledge could be justified as a selective factor in filling the position.

Occupational Coverage

A list of the occupational series covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements.

[GS-006 Correctional Institution Administration*](#)
[GS-011 Bond Sales Promotion*](#)
[GS-017 Explosives Safety](#)
[GS-018 Safety and Occupational Health Management*](#)
[GS-023 Outdoor Recreation Planning*](#)
[GS-028 Environmental Protection Specialist](#)
[GS-030 Sports Specialist*](#)
[GS-062 Clothing Design*](#)
[GS-080 Security Administration](#)
[GS-089 Emergency Management Series](#)
[GS-105 Social Insurance Administration](#)
[GS-106 Unemployment Insurance*](#)
[GS-107 Health Insurance Administration](#)
[GS-132 Intelligence](#)
[GS-136 International Cooperation](#)
[GS-142 Workforce Development](#)
[GS-160 Civil Rights Analysis](#)
[GS-188 Recreation Specialist*](#)
[GS-201 Human Resources Management](#)
[GS-244 Labor Management Relations Examining*](#)
[GS-260 Equal Employment Opportunity](#)
[GS-301 Miscellaneous Administration and Program](#)
[GS-334 Computer Specialist* \(Replaced by GS-2210\)](#)

[GS-0306, Government Information Series](#)
[GS-0308 Records and Information Management](#)
[GS-340 Program Management](#)
[GS-341 Administrative Officer](#)
[GS-343 Management and Program Analysis](#)
[GS-346 Logistics Management](#)
[GS-360 Equal Opportunity Compliance](#)
[GS-362 Electric Accounting Machine Project Planning](#)
[GS-391 Telecommunications*](#)
[GS-501 Financial Administration and Program](#)
[GS-505 Financial Management*](#)
[GS-526 Tax Specialist*](#)
[GS-560 Budget Analysis](#)
[GS-570 Financial Institution Examining*](#)
[GS-669 Medical Records Administration*](#)
[GS-670 Health System Administration*](#)
[GS-671 Health System Specialist*](#)
[GS-672 Prosthetic Representative](#)
[GS-673 Hospital Housekeeping Management*](#)
[GS-685 Public Health Program Specialist*](#)
[GS-828 Construction Analyst*](#)
[GS-901 General Legal and Kindred Administration](#)
[GS-920 Estate Tax Examining](#)
[GS-930 Hearings and Appeals](#)
[GS-950 Paralegal Specialist](#)
[GS-958 Pension Law Specialist*](#)
[GS-965 Land Law Examining*](#)
[GS-967 Passport and Visa Examining*](#)
[GS-991 Workers' Compensation Claims Examining](#)
[GS-993 Railroad Retirement Claims Examining](#)
[GS-996 Veterans Claims Examining](#)
[GS-1001 General Arts and Information*](#)
[GS-1008 Interior Design*](#)
[GS-1010 Exhibits Specialist*](#)
[GS-1020 Illustrating*](#)
[GS-1035 Public Affairs](#)
[GS-1040 Language Specialist*](#)
[GS-1051 Music Specialist*](#)
[GS-1054 Theater Specialist*](#)
[GS-1056 Art Specialist*](#)
[GS-1071 Audiovisual Production*](#)
[GS-1082 Writing and Editing](#)

[GS-1083 Technical Writing and Editing*](#)
[GS-1084 Visual Information*](#)

[GS-1101 General Business and Industry*](#)[GS-1103 Industrial Property Management*](#)[GS-1104 Property Disposal](#)[GS-1109 Grants Management](#)[GS-1130 Public Utilities Specialist](#)[GS-1140 Trade Specialist*](#)[GS-1144 Commissary Store Management*](#)[GS-1145 Agricultural Program Specialist*](#)[GS-1146 Agricultural Marketing*](#)[GS-1147 Agricultural Market Reporting](#)[GS-1150 Industrial Specialist*](#)[GS-1160 Financial Analysis*](#)[GS-1161 Crop Insurance Administration*](#)[GS-1162 Crop Insurance Underwriting*](#)[GS-1163 Insurance Examining*](#)[GS-1165 Loan Specialist*](#)[GS-1169 Internal Revenue Officer*](#)[GS-1170 Realty](#)[GS-1171 Appraising](#)[GS-1173 Housing Management](#)[GS-1176 Building Management](#)[GS-1361 Navigational Information*](#)[GS-1397 Document Analysis*](#)[GS-1421 Archives Specialist](#)[GS-1601 Equipment, Facilities, and Services](#)[GS-1630 Cemetery Administration](#)[GS-1640 Facility Management*](#)[GS-1654 Printing Management*](#)[GS-1658 Laundry Operations Services](#)[GS-1667 Food Services](#)[GS-1670 Equipment Specialist*](#)[GS-1702 Education and Training Technician](#)[GS-1712 Training Instruction*](#)[GS-1715 Vocational Rehabilitation*](#)[GS-1801 General Inspection, Investigation, Enforcement, and Compliance Series*](#)[GS-1805 Investigative Analysis Series](#)[GS-1810 General Investigation](#)[GS-1811 Criminal Investigation*](#)[GS-1849 Wage and Hour Investigation Series*](#)[GS-1850 Agricultural Warehouse Inspection Series *](#)[GS-1860 Equal Opportunity Investigation](#)[GS-1889 Import Compliance Series*](#)[GS-1894 Customs Entry and Liquidating*](#)[GS-1910 Quality Assurance*](#)[GS-1980 Agricultural Commodity Grading*](#)

[GS-2001 General Supply](#)
[GS-2003 Supply Program Management](#)
[GS-2010 Inventory Management](#)
[GS-2030 Distribution Facilities and Storage Management](#)
[GS-2032 Packaging](#)
[GS-2050 Supply Cataloging](#)
[GS-2101 Transportation Specialist*](#)
[GS-2110 Transportation Industry Analysis*](#)
[GS-2123 Motor Carrier Safety*](#)
[GS-2125 Highway Safety*](#)
[GS-2130 Traffic Management*](#)
[GS-2150 Transportation Operations*](#)
[GS-2161 Marine Cargo*](#)

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Professional and Scientific Positions

This qualification standard covers positions in the General Schedule that involve the performance of two-grade interval professional and scientific work. The specific requirements for entry into each occupation covered by this standard are described in individual occupational requirements. Subsection [E.4.\(g\)](#) of the "Policies and Instructions" provides guidance on interpreting minimum educational requirements.

A list of the occupational series covered by this standard is provided [below](#).

Basic requirements for all grades

Applicants who meet the basic requirements described in the individual occupational requirements are fully qualified for the specified entry grade (generally grade GS-5). Applicants who wish to qualify for positions at higher grade levels (generally grade GS-7 and above) must also meet the requirements shown in the [table](#) on page IV-A-22, in addition to meeting the basic requirements.

The individual occupational requirements typically provide at least two methods for applicants to meet the basic requirements of the occupations covered by this standard:

1. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study or specific course requirements generally as stated in paragraph A in the individual occupational requirements.

Where specific course requirements are not indicated in paragraph A, the number of semester hours required to constitute a major field of study is the amount specified by the college or university attended. If this number cannot be obtained, 24 semester hours will be considered as equivalent to a major field of study. The nature and quality of this required course work must have been such that it would serve as a prerequisite for more advanced study in the field

or subject-matter area. Related course work generally refers to courses that may be accepted as part of the program major.

2. Appropriate combination of education and experience that is typically specified in paragraph B of the individual occupational requirements. The "paragraph B" method generally requires that an applicant possess a core of educational credit, such as described in paragraph A above, plus additional education and/or experience. The method of determining the number of semester hours required to constitute a major field of study is the same as described in paragraph A.

The quality of the combination of education and experience must be sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform work in the occupation, and is comparable to that normally acquired through the successful completion of a full 4-year course of study with a major in the appropriate field. In addition to courses in the major and related fields, a typical college degree would have included courses that involved analysis, writing, critical thinking, research, etc. These courses would have provided an applicant with skills and abilities sufficient to perform progressively more responsible work in the occupation. Therefore, creditable experience should have demonstrated similarly appropriate skills or abilities needed to perform the work of the occupation.

The individual occupational requirements for some series make no provision for combining experience and education. Therefore, they do *not* include paragraph B provisions.

For a small number of occupations or positions covered by this standard, applicants may possess certain kinds of experience *in lieu* of education. In such cases, applicants may meet minimum qualification requirements through experience equivalent to a 4-year degree. These situations are generally described in paragraph C of the individual occupational requirements.

Applicants whose experience is used to meet the basic requirements through a paragraph B or C provision may qualify for grades above the entry level if that experience includes 1 year of specialized experience. In such cases, the specialized experience would have to be evaluated to determine if it is at the appropriate grade level in the normal line of progression.

Experience and education requirements for GS-7 and above

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and/or directly related education in the amounts shown in the table below.

GRADE/ POSITIONS	EDUCATION	SPECIALIZED EXPERIENCE
GS-7	1 year of graduate-level education <i>or</i> superior academic achievement	1 year equivalent to at least GS-5
GS-9	2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree	1 year equivalent to at least GS-7
GS-11		

GRADE/ POSITIONS	EDUCATION	SPECIALIZED EXPERIENCE
	3 years of progressively higher level graduate education leading to a Ph.D. degree <i>or</i> Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-9
GS-12 and above		1 year equivalent to at least next lower grade level

Research Positions

GS-11 research positions	Master's or equivalent graduate degree	1 year equivalent to at least GS-9
GS-12 research positions	Ph.D. or equivalent doctoral degree	1 year equivalent to at least GS-11
GS-13 and above research positions		1 year equivalent to at least next lower grade level

NOTE: Education and experience may be combined for all grade levels for which both education and experience are acceptable.

While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to [E.3.\(p\)](#) in the "Policies and Instructions" for guidance on crediting experience for positions with different lines of progression.

Combining Education and Experience: When combining education with experience, first determine the applicant's total qualifying education as a percentage of the education required for the grade level; then determine the applicant's experience as a percentage of the experience required for the grade level; finally, add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level. For example, an applicant for a GS-184, Sociology, position has successfully completed 60 undergraduate semester hours, including 24 semester hours in sociology, and, in addition, has 2 full-time years of appropriate experience that demonstrates that the applicant possesses the necessary analytical and communication skills. The applicant would qualify for GS-5, since the 60 semester hours (the equivalent of 2 years of undergraduate education, or 50 percent of the total requirement) were supplemented by 2 additional years of appropriate experience that provided the remaining 50 percent of the total required education and experience.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent

to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Graduate Education: Completion of graduate level education in the amounts shown in the table, in addition to meeting the basic requirements, is qualifying for positions at grades GS-7 through GS-11, and GS-12 research positions if it provided the knowledge, skills, and abilities necessary to do the work. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that number cannot be obtained from the school, 18 semester hours should be considered an academic year of graduate study. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Research Positions: Positions that primarily involve scientific inquiry or investigation, or research-type exploratory development of a creative or advanced scientific nature, where the knowledge required to perform the work successfully is typically and primarily acquired through graduate study (master's or equivalent degree for GS-11, Ph.D. or equivalent for GS-12). The work is such that the academic preparation will equip the applicant to perform the full range of professional work of the position after a short orientation period.

1. Qualification on the basis of education--Applicants for such research positions can be considered qualified for GS-11 if they possess an appropriate master's or equivalent graduate degree, and qualified for GS-12 if they possess a Ph.D. or equivalent doctoral degree.
2. Qualification on the basis of experience--Applicants who furnish positive evidence that they have performed highly creative or outstanding research that has led or can lead to major advances in a specific area of research, to a major advance in the discipline or field of science involved, or to major advances in science in general, can be rated under this provision for highly demanding research positions requiring similar abilities. Under these circumstances, applicants can be rated eligible for the next higher grade level above that for which they would normally be rated, provided they have not been rated eligible at this higher grade on the basis of meeting the graduate study requirements described in paragraph 1 above. To receive this rating, the work must have been creative in the sense that it developed a basic principle, product, concept, method, approach, or technique, or provided a body of basic information that opened the way for a major advance in the discipline or field of science involved, or to advances in science in general, by providing a method of solving other problems, opening areas of research, or providing the means of exploiting the application of science in a major area.

Applicants cannot receive an "extra" grade for education, and an additional "extra" grade for appropriate experience.

Combination of Graduate Education and Professional Experience: Combinations of successfully completed graduate level education and specialized experience may be used to meet total experience requirements. Only graduate level education in excess of the amount required for the next lower

grade level may be combined with experience. For example, an applicant with 6 months of appropriate experience equivalent to GS-7 (50 percent of the experience requirement for GS-9) and 27 semester hours of appropriate graduate education (50 percent of the education requirement for GS-9, in excess of that required for GS-7) would be qualified for a GS-9 position (assuming that there is no evidence that the attended college or university requires more than 18 semester hours as equivalent to a year of graduate study).

Using selective factors for positions covered by this standard

There are a variety of situations where agencies would be warranted in limiting consideration to applicants who possess the particular qualifications required to perform the work of positions covered by this standard. For example, an agency may require specific kinds of training appropriate for filling positions concerned with scientific research and development activities, or may require specific educational courses or combinations of courses (where the individual occupational requirements permit applicants to qualify based on several combinations of educational course work) to meet other specialized agency requirements. An agency filling an international economist position may require knowledge of international economics. In this case, since applicants can qualify on the basis of education, the agency may require certain types of educational courses. Similarly, in some cases, consideration may be limited only to those applicants who possess an appropriate license, registration, or certification, if possession of such is determined to be necessary for carrying out the responsibilities of a position and/or required by statute.

Occupational Coverage

A list of the occupational series covered by this qualification standard is provided below. All occupational series covered by this standard have individual occupational requirements.

[GS-020 Community Planning](#)

[GS-101 Social Science](#)

[GS-110 Economist](#)

[GS-130 Foreign Affairs](#)

[GS-131 International Relations](#)

[GS-140 Workforce Research and Analysis](#)

[GS-150 Geography](#)

[GS-170 History](#)

[GS-180 Psychology](#)

[GS-184 Sociology](#)

[GS-185 Social Work](#)

[GS-190 General Anthropology](#)

[GS-193 Archeology](#)

[GS-401 General Biological Science](#)

[GS-403 Microbiology](#)

[GS-405 Pharmacology](#)

[GS-408 Ecology](#)

[GS-410 Zoology](#)

[GS-413 Physiology](#)

[GS-414 Entomology](#)
[GS-415 Toxicology](#)
[GS-430 Botany](#)
[GS-434 Plant Pathology](#)
[GS-435 Plant Physiology](#)
[GS-436 Plant Protection and Quarantine](#)
[GS-437 Horticulture](#)
[GS-440 Genetics](#)
[GS-454 Rangeland Management](#)
[GS-457 Soil Conservation](#)
[GS-460 Forestry](#)
[GS-470 Soil Science](#)
[GS-471 Agronomy](#)
[GS-480 General Fish and Wildlife Administration](#)
[GS-482 Fishery Biology](#)
[GS-485 Wildlife Refuge Management](#)
[GS-486 Wildlife Biology](#)
[GS-487 Animal Science](#)
[GS-510 Accounting](#)
[GS-511 Auditing](#)
[GS-512 Internal Revenue Agent](#)
[GS-601 General Health Science](#)
[GS-630 Dietitian and Nutritionist](#)
[GS-631 Occupational Therapist](#)
[GS-633 Physical Therapist](#)
[GS-635 Corrective Therapist](#)
[GS-637 Manual Arts Therapist](#)
[GS-638 Recreation/Creative Arts Therapist](#)
[GS-639 Educational Therapist](#)
[GS-644 Medical Technologist](#)
[GS-665 Speech Pathology and Audiology](#)
[GS-690 Industrial Hygiene](#)
[GS-696 Consumer Safety](#)
[GS-801 General Engineering](#)
[GS-803 Safety Engineering](#)

[GS-804 Fire Protection Engineering](#)
[GS-806 Materials Engineering](#)
[GS-807 Landscape Architecture](#)
[GS-808 Architecture](#)
[GS-810 Civil Engineering](#)
[GS-819 Environmental Engineering](#)
[GS-830 Mechanical Engineering](#)
[GS-840 Nuclear Engineering](#)
[GS-850 Electrical Engineering](#)

[GS-854 Computer Engineering](#)
[GS-855 Electronics Engineering](#)
[GS-858 Biomedical Engineering](#)
[GS-861 Aerospace Engineering](#)
[GS-871 Naval Architecture](#)
[GS-880 Mining Engineering](#)
[GS-881 Petroleum Engineering](#)
[GS-890 Agricultural Engineering](#)
[GS-892 Ceramic Engineering](#)
[GS-893 Chemical Engineering](#)
[GS-894 Welding Engineering](#)
[GS-896 Industrial Engineering](#)
[GS-1015 Museum Curator](#)
[GS-1221 Patent Adviser](#)
[GS-1223 Patent Classifying](#)
[GS-1224 Patent Examining](#)
[GS-1226 Design Patent Examining](#)
[GS-1301 General Physical Science](#)
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[GS-1330 Astronomy and Space Science](#)
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[GS-1350 Geology](#)
[GS-1360 Oceanography](#)
[GS-1370 Cartography](#)
[GS-1372 Geodesy](#)
[GS-1373 Land Surveying](#)
[GS-1380 Forest Products Technology](#)
[GS-1382 Food Technology](#)
[GS-1384 Textile Technology](#)
[GS-1386 Photographic Technology](#)
[GS-1420 Archivist](#)
[GS-1510 Actuary](#)
[GS-1515 Operations Research](#)
[GS-1520 Mathematics](#)
[GS-1529 Mathematical Statistician](#)
[GS-1530 Statistician](#)
[GS-1550 Computer Science](#)
[GS-1701 General Education and Training](#)
[GS-1710 Education and Vocational Training](#)
[GS-1720 Education Program](#)

[GS-1725 Public Health Educator](#)

[GS-1730 Education Research](#)

[GS-1740 Education Services](#)

[GS-1750 Instructional Systems](#)

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Competitive Service Student Trainee Positions

This standard describes the qualification requirements for student trainee positions made under career-conditional or career appointments in the competitive service. This standard is not applicable to students who are temporarily employed during summer vacations and who have not been appointed to a student trainee program in the competitive service as described above.

A student may be appointed to any position that leads to qualification in a two-grade interval professional, administrative, or technical occupational series and that provides an opportunity for the student's growth and development toward the target position.

A list of the occupational series covered by this standard is provided [below](#) and on page IV-A-25.

Requirements for initial appointment

Student trainees qualify as described below.

GRADE	LEVEL OF EDUCATION
GS-2	High school diploma or equivalent
GS-3	Completion of 1 academic year of post-high school study
GS-4	Completion of 2 academic years of post-high school study or associate's degree

The required education must lead to a bachelor's degree with specialization in or directly related to the field in which the student trainees will receive training on the job. The degree of specialization in this field must satisfy on graduation the specific educational requirements in the qualification standard for the corresponding two-grade interval positions.

Promotion Requirements

Student trainees may be promoted to higher-graded trainee positions based on completion of portions of the education and student trainee work experience.

To GS-3: Completion of one full semester or the equivalent of post-high school study and one period of student trainee work experience.

To GS-4: (a) Completion of 1 academic year of study and two periods of student trainee work experience; or (b) completion of 1½ academic years of study and one period of student trainee work experience.

Upon completion of all the requirements for a bachelor's degree in an appropriate field, student trainees may be reassigned or promoted in the appropriate target series to GS-5 or GS-7 if they meet the qualification requirements of the target occupation, including minimum educational requirements, if any.

Explanation of terms

An academic year of undergraduate education is defined as 30 semester hours, 45 quarter hours, or the equivalent in an accredited college or university.

For purposes of this standard, a period of student trainee work experience is the equivalent of 2 months (320 hours) of full-time work experience.

Test Requirements

A written test is not required for these positions.

Occupational Coverage

A list of the occupational series covered by this qualification standard is provided below.

[GS-099 General Student Trainee](#)

[GS-199 Social Science Student Trainee](#)

[GS-299 Personnel Management Student Trainee](#)

[GS-399 Administration and Office Support Student Trainee](#)

[GS-499 Biological Science Student Trainee](#)

[GS-599 Financial Management Student Trainee](#)

[GS-699 Medical and Health Student Trainee](#)

[GS-799 Veterinary Student Trainee](#)

[GS-899 Engineering and Architecture Student Trainee](#)

[GS-999 Legal Occupations Student Trainee](#)

[GS-1099 Information and Arts Student Trainee](#)

[GS-1199 Business and Industry Student Trainee](#)

[GS-1299 Copyright and Patent Student Trainee](#)

[GS-1399 Physical Science Student Trainee](#)

[GS-1499 Library and Archives Student Trainee](#)

[GS-1599 Mathematics and Statistics Student Trainee](#)

[GS-1699 Equipment and Facilities Management Student Trainee](#)

[GS-1799 Education Student Trainee](#)

[GS-1899 Investigation Student Trainee](#)

[GS-1999 Quality Inspection Student Trainee](#)

[GS-2099 Supply Student Trainee](#)

[GS-2199 Transportation Student Trainee](#)

[GS-2299 Information Technology Management Student Trainee](#)

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Pathways Internship Positions

This standard describes the qualification requirements for Schedule D, Internship appointments under the Pathways Programs authorized by Executive Order 13562 and applies to the white collar occupations listed below under the section, "Occupational Coverage." For student trainee appointments in the competitive service, refer to the Student Trainee Qualification Standard for Competitive Service Positions.

Agencies may:

1. establish agency-specific qualification requirements,
2. use this OPM qualification standard, or
3. use the OPM qualification requirements for the competitive service.

Requirements for Internship Appointments

Appointments may be at the highest grade level for which the Intern is qualified. Interns with no previous related education or experience may qualify as described below.

GRADE

LEVEL OF EDUCATION

- | | |
|--------------|---|
| GS-1 | Enrollment in a high school diploma or General Education Diploma (GED) program. |
| GS-2 | Completion of high school or GED diploma. |
| GS-3 | Completion of 1 full academic year of post-high school study. |
| GS-4 | Completion of 2 full academic years of post-high school study or an associate's degree. |
| GS-5 | Completion of 4 academic years of post-high school leading to a bachelor's degree or equivalent degree. |
| GS-7 | Completion of 1 full academic year of graduate level education; or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree. |
| GS-9 | Completion of 2 academic years of graduate level education, or a master's degree or equivalent graduate degree. |
| GS-11 | For research positions, completion of all requirements for a master's or equivalent graduate degree. For non-research positions, completion of all requirements for a PhD or equivalent degree. |

One full academic year of undergraduate; graduate; vocational; trades; technical or high school education is the number of credit hours determined by the college, university or school to represent 1 year of full-time study. The high school curriculum must be approved by a State or local governing body. All education beyond high school must be accredited by an accrediting body or organization recognized by the U.S. Department of Education.

Special Provisions/or Interns with Previous Related Education or Experience. Previous education and/or experience may be evaluated to determine the highest grade level for which the individual is qualified.

Assessment Requirements

Agencies are required to assess/evaluate the qualifications of applicants for positions covered under Schedule D.

Agencies may use selective factors to identify special requirements needed to perform the work of individual positions.

Agencies may waive OPM test requirements for both initial appointment and non-competitive conversion to the competitive service

Promotion Requirements

The advancement of Interns to higher-graded positions, prior to conversion, is strictly at the agency's discretion. To qualify for promotions, the Interns must have the same level and type of experience and/or education usually required for an initial appointment.

Conversion

Interns may be non-competitively converted to a term, career-conditional or career appointment within 120 days following successful completion of all of their educational and work experience requirements in accordance with 5 CFR 362.204.

Occupational Coverage

A list of the occupational series covered by this qualification standard is provided below.

0099 General Intern (covers occupations in the 0006 through 0095 series)
0199 Social Science, Psychology, and Welfare Intern
0299 Human Resources Intern
0399 General Administrative and Office Services Intern
0499 Natural Resources Management and Biological Sciences Intern
0599 Accounting and Budget Intern
0699 Medical, Hospital, Dental and Public Health Intern
0799 Veterinary Medical Science Intern
0899 Engineering and Architecture Intern
0999 Legal and Kindred Intern
1099 Information and Arts Intern
1199 Business and Industry Intern
1299 Copyright, Patent, and Trade-Mark Intern
1399 Physical Sciences Intern
1499 Library and Archives Intern
1599 Mathematics and Statistics Intern
1699 Equipment, Facilities, and Service Intern
1799 Education Intern
1899 Inspection, Investigation, Enforcement, and Compliance Intern
1999 Quality Assurance, Inspection, and Grading Intern
2099 Supply Intern

2199 Transportation Intern
2299 Information Technology Intern

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